

12 May 1961

MEMORANDUM FOR: Chief, Document Division

THROUGH : Chief, Control Branch

SUBJECT : Distribution of OCI Daily and Weekly

1. The problems regarding the preparation of envelopes for distribution of the OCI Daily and Weekly were discussed in telephone conversations between [REDACTED] and [REDACTED] of OCI, [REDACTED] of PSD, and myself.

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2. I learned that although PSD considered the job a constant headache, OCI had been satisfied with the service except for one recent debacle.

3. The following changes were arranged:

A. Henceforth, PSD will address and supply envelopes to OCI on a weekly basis instead of monthly.

B. OCI will issue corrections to PSD on an informal basis as they occur, in addition to the complete revision of the lists on a monthly basis.

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4. [REDACTED] will contact [REDACTED] directly regarding the schedule for weekly preparation and delivery of the envelopes.

5. DD/Release will continue to receive only the monthly revision of the address lists.

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Control Branch